

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE
(USAFE)**



**AIR FORCE INSTRUCTION 31-204
UNITED STATES AIR FORCES IN EUROPE
Supplement 1
5 JANUARY 2006**

Security

**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-204, 14 July 2000, is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) units. It applies to Air Force Reserve Command (AFRC) and National Guard (ANG) units. It also applies to all members of the United States (US) military assigned or attached to Geographically Separated Units (GSU) located in Europe. It prescribes USAFE IMT 3, **Drivers License/Vehicle Registration Application (Germany Excluded)**, and USAFE IMT 374, **USAFE Driving Permit**.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision incorporates the requirement to receive motorcycle refresher training every three years. It clarifies privileges afforded by USAFE IMT 374. It deletes the requirement to document proof of vehicle inspection on USAFE IMT 3. It identifies the requirement to conceal and safeguard temporary passes when off-installation. It also deletes the option to substitute the Horizontal Gaze Nystagmus (HGN) test during a field sobriety test. It adds requirements for registering or operating miniature motorized scooters and similar vehicles on USAFE controlled installations.

2.1.1.1. (United Kingdom (UK) ONLY). Vehicle operators will produce the appropriate registration documents within 72 hours of request by proper authorities. Any of the following documents constitute proof of ownership for military purposes within the UK: a stateside title, British registration document (V-5 (DOT Form 386)), **Declaration of Registration**, 3AF IMT 430, **Military Registration and Certificate of Title of Motor Vehicle**, or a properly completed 3AF IMT 156/CE FM 941, **Request for Delivery of Motor Vehicle Without Payment of Duty Value Added Tax and Car Tax (pink color)**.

2.1.1.2. Motorcycle operators must provide proof of satisfactory completion of the Motorcycle Safety Foundation Beginner Rider's Course (BRC) or Experienced Rider's Course (ERC). Refresher training is

required every three years from the date of issue on the Motorcycle Safety Foundation (MSF) completion card.

2.1.1.2.1. (Added) (UK ONLY). The USAFE IMT 374, **USAFE Driving Permit**, is the only license used to identify permanent party military personnel, Department of the Air Force (DAF) civilians, and their dependents on and off base. The USAFE IMT 374 is valid for operation of a privately-owned vehicle (POV) on and off the installation for members of the force, civilian component, and their dependents, as the terms are used in the North Atlantic Treaty Organization/Status of Forces Agreement (NATO SOFA); see para 3.2. In order to obtain a USAFE IMT 374, persons who hold a valid driver's license (i.e., state-side, United States Army Europe (USAREUR), etc.) must successfully complete the required written driver's test; Course II, Local Conditions; and, for all two-wheeled motorized POVs, Motorcycle Safety Foundation Basic Riders Course (BRC) or Experienced Riders Course (ERC), as applicable. A valid license needs only be current at the time the USAFE IMT 374 was issued and needs not be kept current in order for the USAFE IMT 374 to remain valid. Persons governed by this directive who hold a full British license are also required to obtain a USAFE IMT 374 in order to operate a POV on-base. These persons are exempt from completing the written or electronic driver's test; however, they must attend Course II prior to obtaining a USAFE IMT 374. Additionally, persons governed by this directive who hold a full two-wheeled British driver's license are required to attend the BRC or ERC in order to operate a two-wheeled motorized POV on-base. Prior to renewal of the USAFE IMT 374, conduct a local check of the individual's driving records to ensure the individual has not had his or her driving privileges suspended or revoked. British Road Act requires the following minimum ages for vehicle operation:

Motorcycle	16 years
Passenger, small goods vehicle or agricultural tractor	17 years
Medium sized goods vehicle	18 years
Other motor vehicles	21 years

2.1.1.2.2. (Added) (UK ONLY). Do not issue a learner's permit to any learner driver without the applicant first obtaining an UK provisional license (Learners Permit), from a British post office. Learner drivers must have a British "L" plate displayed on the front and rear of the vehicle while the learner is operating the vehicle. Learner drivers of four-wheeled vehicles must be supervised by someone who is 21 years of age and has held a full UK driver's license for at least 3 years. Learner drivers of two-wheeled vehicles must comply with British law regarding two wheeled vehicle operation. Applicants without a civilian license endorsement allowing operation of a two-wheeled vehicle must obtain such an endorsement or British learners permit prior to issue of a USAFE IMT 374. In any cases in which a British provisional license is the basis for issue of a USAFE IMT 374, overstamp the form "LEARNERS PERMIT" and show the UK provisional license number and expiration date. The form is valid for use only as long as the licensee operates in accordance with all UK requirements pertaining to the use of the provisional license.

2.1.1.3. (UK ONLY). Vehicle operators have 72 hours after request to provide safety and registration documentation. All POVs registered on base will receive a one-time vehicle safety inspection prior to registration. Non-European Union vehicles less than 3 years old will undergo a one-time means-of-transportation (MOT) inspection. Vehicles over 3 years require an annual Ministry of Transport (MoT) inspection. The age of British specification vehicles is determined from the date of registration on the Form V5. Determine the age of an imported vehicle, month and year, by the manufacture sticker on

the driver's door skin. If the age cannot be determined, a full MOT inspection is required. Proof of a satisfactorily completed inspection must be presented upon registration.

2.1.1.4. (UK ONLY). Vehicle operators will produce insurance documents within 72 hours of request by proper authorities. All personnel will, at a minimum, maintain liability insurance coverage according to the requirements of the UK *Road Traffic Act of 1988*. No individual shall allow any other individual to operate his or her POV unless the vehicle and proposed operator are properly insured and licensed.

2.2.1.1. In areas where off-base patrols are authorized, patrols will not engage in the enforcement of host nation laws against non-US personnel operating vehicles bearing non-US license plates.

2.2.2. Traffic stops and inspections (at entry gate and restricted areas) of POVs are authorized when there is a reasonable belief it is necessary to enforce a traffic regulation or when there is suspicion of criminal activity. Vehicles may be impounded when there is a safety hazard, as evidence, or as abandoned property. Coordinate all searches and impoundments with the local Staff Judge Advocate.

2.5. Suspension or Revocation of Driving Privileges. (UK ONLY). Rules of the road and installation traffic regulations should conform to the *Road Traffic Act of 1988* to the greatest extent possible. British civilians employed on the installation, and guilty of a traffic offense, are referred to the Royal Air Force (RAF) commander for disposition. After consultation with the RAF commander, the United States Air Force (USAF) installation commander, or designee, is authorized to withdraw installation identification credentials in serious cases or in the event of repeated infractions. British civilians not employed on the installation, and guilty of a traffic offense, are cautioned at the scene and released. Units will establish procedures to track the vehicle data and, if possible, the individual's personal data. Notify the RAF commander of repeat offenders upon accumulation of maximum points. In the event of an uncooperative individual at the scene, security forces will escort the individual from the installation. British civilians involved in serious traffic offenses (i.e., driving under the influence) can be detained and released to civil authorities, through the Ministry of Defense Police (MDP), if available, for prosecution under the *Criminal Justice Act*. Civilians obstructing, hindering, or otherwise interfering with security force members engaged in sentry, patrol or other duties related to controlling or securing prohibited areas, as defined by the *Official Secrets Act*, Section 3, may be detained and released to civil authorities through the MDP.

2.5.1.4. (Added) (UK ONLY). Unit commanders may schedule personnel for remedial training (Traffic Safety Course V, Driver Improvement Program), whenever he or she feels the training would be beneficial to the individual. Notify the security forces of course completion by the base safety office and enter the completion date in the remarks section of the driver's records. Address specific base requirements for remedial drivers' training program in local instructions to this supplement. Consider an individual for remedial training when the individual is found to be at fault in any vehicle accident involving personal injury. Also consider remedial training when the individual is the subject of an accident investigation board, the unit commander determines that the individual needs the training, or prior to restoration of driving privileges following a suspension or revocation period due to an accumulation of points, unless suspended strictly for non-moving violations.

2.8.2. (Added) The director of base medical services will notify security forces whenever competent medical authority has recommended an individual be medically disqualified from driving, or has been identified as a problem drinker or drug abuser to the extent which renders him or her incapable of safely operating a motor vehicle. The installation commander will consider such individuals for suspension or revocation.

2.10.1. Requests to allow operation of a government vehicle during a period of suspension or revocation must be justified by the unit commander as mission essential.

2.10.3. (Added) When an individual is authorized restricted driving privileges, the individual will provide a copy of the limitation letter to the security forces. The individual will keep a copy of the limitation letter with him or her or in the vehicle while operating it. This letter must be produced upon demand by proper authorities. Limited privileges must be specific, indicating type of limitation, and the date and time the privileges are reinstated. If the suspension or revocation was the result of host nation court action, close coordination is required with the Staff Judge Advocate's office regarding any restricted driving privileges.

3.1. **Registration Policy.** Register POVs according to the guidance below:

3.1.1.1.1. (Added) With respect to licensing and vehicle registration requirements, units in the Republic of Germany will comply with USAFE Instruction 31-202, *Registering and Operating Privately Owned Vehicles in Germany*. Apply the requirements of this supplement to all other aspects of motor vehicle supervision, enforceable traffic violations, suspensions, revocation, point assessment, etc.

3.1.1.1.2. (Added) Units in the Netherlands will follow USAFEI 36-103, *Regulation On Personal Property, Local Currency, and Motor Vehicles For US Personnel In The Netherlands*.

3.1.1.1.3. (Added) Units in Italy will follow NAVSUPACT Naples Instruction 11240.1SF, *Regulations Concerning Registration of Privately Owned Motor Vehicles*.

3.1.1.1.4. (Added) Units in Spain will follow ODC Directive 125.1, *Drivers License and Private Motor Vehicle Registration, U.S. Forces Spain*.

3.1.1.1.5. (Added) Units in Greece will follow USAFER 30-7, *Regulations On Personal Property, Local Currency, And Motor Vehicles For US Personnel In Greece*.

3.1.1.1.6. (Added) Units in Turkey will follow USAFEI 51-707, *Regulations On Personal Property, Local Currency and Motor Vehicles For US Personnel in Turkey*.

3.1.1.1.7. (Added) Units in the United Kingdom will follow 3AFI 31-204, *Control of Concession Vehicles Within the United Kingdom*.

3.1.2. Installation commanders will determine whether miniature bikes, motorized scooters, gopeds, micro-bikes and similar recreational vehicles are to be operated on base. Local policy should specify operational, safety and registration requirements. Vehicles operated on base are subject to all enforceable traffic laws unless locally exempted through Installation Commander policy.

3.1.5.1.3. Passes will be concealed and secured when vehicles are off the installation.

3.1.7. (UK ONLY). Register all POVs operated on the installation (excluding visitors) with "Pass and Registration" or unit orderly rooms within 72 hours of importation or acquisition. Complete permanent registration within 30 days from the date of importation or acquisition.

3.2. **Registration and Driver Requirements.** (UK ONLY). US military personnel, members of the US civilian component, US contractors, and dependents must obtain a USAFE IMT 374 prior to registering a POV on US military bases. Additionally, personnel who possess a full British driver's license are also required to obtain a USAFE IMT 374 prior to registering a POV on US military bases. Additionally, personnel who possess a full British driver's license are also required to obtain a USAFE IMT 374 prior to registering a POV on US military bases. **NOTE:** US contractors and contractor employees ("tech reps")

have no special status conferred by the NATO SOFA or British domestic law regarding driving licenses. The USAFE IMT 374 issued to “tech reps” does not function as a valid British driving license. Issuing authorities will overstamp these USAFE IMT 374s in red with the words “NOT A VALID U.K. DRIVING LICENSE.”

3.4.1. Use forms required by respective directive in paragraph 3.1.

3.4.1.1. (Added) (UK ONLY). Use USAFE IMT 4, **Vehicle Registration Document (pink card)**, in lieu of the DD Form 2220, **Department of Defense Registered Vehicle**, for entry access to US Air Force controlled military installations. For positive vehicle identification, the USAFE IMT 4 must be fully visible and displayed face up on the inside of the vehicle windshield whenever the vehicle is parked on US-controlled military installations or Ministry of Defense properties. For anti-terrorism purposes while off base, remove the displayed USAFE IMT 4 from public view and place out of sight.

4.2.1.4. (Added) (UK ONLY). Use the *Road Traffic Act of 1988*, *Public Passenger Vehicles Act of 1981*, and *Transport Act of 1985* as guidelines for US base traffic codes.

4.6.1. (UK ONLY). When a vehicle accident occurs on base, except for notifying authorities, summoning medical aid, or receiving medical attention, all personnel involved in the accident will remain at the scene until released by security forces. Do not remove vehicles involved in the accident unless they create a traffic hazard, endanger life, or are ordered moved by security forces personnel.

4.8.2.1. (Added) Unless identified for specific individuals, post reserved parking at service facilities as General, Colonel, or Chief Master Sergeant.

4.9.4. Military personnel arrested or apprehended by host nation police for traffic related offense must report this information to the security forces desk within 24 hours of the incident. Failure to report this contact is a violation of Article 92, UCMJ.

4.10.3. Uses of non-portable breath testing devices, which are approved by the host nation and are equivalent to National Highway Traffic Safety Administration (NHTSA) standards, are authorized.

6.6. **Disposition of Vehicles after Impoundment.** (UK ONLY). When the owner of a tax-free vehicle can be identified, it is the responsibility of the owner to properly dispose of the tax-free vehicle. If the owner of a tax-free vehicle cannot be identified or fails to claim the vehicle, the situation will be treated as an irregular disposal as outlined in 3AFI 31-204, *Control of Concession Vehicles within the United Kingdom*. Security forces operations must coordinate all efforts regarding impoundment of vehicles with “Pass and Registration” to ensure tax-free vehicles are processed and disposed of properly.

6.7.11. (Added) USAFE IMT 3, **Drivers License/Vehicle Registration Application (Germany Excluded)**.

6.7.12. (Added) USAFE IMT 374, **USAFE Driving Permit**.

6.8. (Added) **Forms Adopted:**

6.8.1. (Added) DD Form 2220, **Department of Defense Registered Vehicle**.

6.8.2. (Added) USAFE IMT 4, **Vehicle Registration Document (Accountable)**.

6.8.3. (Added) 3AF IMT 156, (CE Form 941) **Request for Delivery of a Motor Vehicle without Payment of Duty, Value Added Tax and Car Tax (pink color)**.

6.8.4. (Added) 3AF IMT 430, **Military/Civilian Registration and Certificate of Title of Motor Vehicle (Not Transfereable)**.

6.8.5. (Added) V5 DOT Form 386, **Declaration of Registration.**

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

USAFEI 31-202, *Registering and Operating Privately Owned Vehicles in Germany*

USAFEI 36-103, *Regulation on Personal Property, Local Currency, and Motor Vehicles for US Personnel in the Netherlands*

USAFEI 51-707, *Regulations on Personal Property, Local Currency and Motor Vehicles For US Personnel in Turkey*

USAFER 30-7, *Regulations on Personal Property, Local Currency, and motor Vehicles for US Personnel in Greece*

3AFI 31-204, *Control of Concession Vehicles within the United Kingdom*

ODC Directive 125.1, *Drivers License and Private Motor Vehicle Registration, U.S. Forces Spain*

NAVSUPPACT Naples Instruction 11240.1SF, *Regulations Concerning Registration of Privately Owned Motor Vehicles*

Criminal Justice Act

Official Secrets Act

Public Passenger Vehicles Act of 1981

Road Traffic Act of 1988

Transport Act of 1985

UCMJ, Article 92

Abbreviations and Acronyms

BRC—Beginner Rider's Course

ERC—Experienced Rider's Course

HGN—Horizontal Gaze Nystagmus

MDP—Ministry of Defense Police

MOT—Means of transportation

MoT—Ministry of Transport

NATO—North Atlantic Treaty Organization

NHTSA—National Highway Traffic Safety Administration

POV—Privately-owned vehicle

RAF—Royal Air Force

SOFA—Status of Forces Agreement

UK—United Kingdom

USAFE—US Air Forces in Europe

USAREUR—United States Army Europe

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